

# SCITT Tuition Fee Policy

Audience:	Trainees on REAch Teach Primary Partnership Initial Teacher Training courses REAch2 Staff REAch2 Trustees
Ratified:	REAch2 Trust Board June 2024
Other related policies:	REAch Teach Trainee Attendance and Engagement  REAch Teach Primary Partnership Trainee Transfer, Deferral, Extension and Withdrawal Policy
Policy owner:	Gill Ellyard, Director of Education
Review:	Every 3 years

At REACh2, our actions and our intentions as school leaders are guided by our Touchstones.



### Leadership

Finding the leader in all of us.



### Inclusion

Realising the greatness in our difference.



### Learning

Creating exceptional opportunities for learning.



### Enjoyment

Loving what we do.



### Inspiration

Feeling the power of the possible.



### Integrity

Being courageously true to our purpose.



### Responsibility

Unwavering commitment to seeing things through.

**Policy Overview**..... 4

**Policy In Detail** ..... 4

**Tuition Breakdown**..... 4

**Payment methods and liabilities** ..... 4

**Fees funded by Student Finance** ..... 4

**Payment schedule**..... 4

**Outstanding Debts**..... 5

**Withdrawals** ..... 5

**Trainee non-attendance**..... 5

**Training Suspension (“deferral”)**..... 5

**Non-Completion Consequences** ..... 6

**Policy Review** ..... 6

**Appendices**..... 6

## Policy Overview

The tuition fee for the one-year fee-funded teacher training programme at REAch Teach Primary Partnership SCITT is £9,250. Trainees are responsible for paying their fees, even if they receive support from Student Finance. UK trainees can apply for a student loan up to £9,250, but must ensure timely payment. Fees may be paid in full by the third Wednesday in October or in instalments (October, February, May). If the Student Loans Company does not pay, trainees remain liable for the full fee. Failure to pay fees may result in withholding PGCE and QTS. Withdrawals must be communicated in writing, and unpaid fees are due immediately. Suspension within the same academic year incurs no penalty; otherwise, reapplication is needed. Non-completion does not entitle trainees to a refund.

## Policy In Detail

### Tuition Breakdown

Tuition fees for the one-year fee-funded teacher training programme are as follows:

<b>Course Title</b>	<b>QTS and/or PGCE</b>	<b>Fees</b>
Primary Teacher Training – Full Time	QTS and PGCE	£9,250

### Payment methods and liabilities

All trainees are responsible for paying their tuition fees to REAch Teach Primary Partnership SCITT. This responsibility remains with the trainee even if they are expecting tuition fee support from the Student Loans Company. Trainees may decide to apply for Student Finance or to self-fund their fees and must select a payment method and inform REAch Teach before starting their training.

UK trainees may apply for a student loan through Student Finance England for up to £9,250 annually. Should trainees opt not to take a full fee loan, they are responsible for paying the remaining fee balance directly to the SCITT. Trainees are personally liable for any fees or amounts due to REAch Teach Primary Partnership SCITT at all times.

If Student Finance England fails to pay the fees for any reason, the trainee is still liable for the full fee. Additionally, trainees may incur fees for extended/additional placements if agreed. Trainees are liable for all other costs associated with their course completion.

### Fees funded by Student Finance

The Tuition Fee Loan from Student Finance England (SFE) is paid directly to the REAch Teach Primary Partnership by SFE. It is imperative that trainees ensure the timely receipt of these fees by the REAch Teach Primary Partnership through working with SFE to their deadlines and requests. Please note, REAch Teach maintains the right to withhold course admission in instances where payment is not received by the designated due date.

Furthermore, the REAch Teach Primary Partnership adheres to the regulatory standards set by the Office of the Independent Adjudicator for Higher Education. Should any disputes arise pertaining to the contents of this agreement, they fall under the purview of the Office of the Independent Adjudicator.

### Payment schedule

There are two payment options outlined below:

- Full Payment Option: Trainees choosing to pay the fees in one lump sum must ensure payment is made on or before the third Wednesday in October.

- Instalment Payment Option: Trainees opting to pay by instalments are required to pay the fees as per the following schedule:

Payment No.	Fees to be received by:	Amount
Payment 1	Last working day in September	£2,312.50
Payment 2	Last working day in January	£2,312.50
Payment 3	1 <sup>st</sup> Wednesday in May	£4,625.00

### Outstanding Debts

If a trainee faces difficulties in paying fees, they should immediately contact their Regional ITT lead. Overdue fees will prompt a reminder letter, followed by debt referral to a collection agency or solicitor if unpaid. Non-payment may lead to REAch Teach Primary Partnership advising the DfE to withhold PGCE and Qualified Teacher Status until full payment. Furthermore, the REAch Teach Primary Partnership and its partner institutions will not provide references for the trainee until all outstanding debts are cleared.

### Withdrawals

Trainees who decide to leave the programme before completion must send a written withdrawal notification to the Regional ITT Lead as per the process outlined in the 'REAch Teach Trainee Transfer, Extension, Deferral and Withdrawal' policy. The official withdrawal date will be the date of receipt of this notification.

Fee Liability Timeline:

Written notice of withdrawal with dates:	Total fees liable
2 <sup>nd</sup> September 2024 – 30 <sup>th</sup> September 2024	£250
1 <sup>st</sup> October 2024 – 9 <sup>th</sup> October 2024	£1100
10 <sup>th</sup> October 2024 – 30 <sup>th</sup> January 2025	£2,312.50 (25% of total fee)
31 <sup>st</sup> January 2025 – 23 <sup>rd</sup> April 2025	£4,625.00 (50% of total fee)
24 <sup>th</sup> April 2025 onwards	£9250 (100% of total fee)

Any unpaid fees are due immediately upon withdrawal. If a Tuition Fee Loan does not cover the full amount, the trainee is responsible for the remaining balance.

### Trainee non-attendance

In line with the REAch Teach Trainee Attendance and Engagement policy, trainees who do not attend training and/or who are unable to be contacted will be automatically withdrawn from the programme after a specified time period, with this also communicated to SFE (see REAch Teach Trainee Attendance and Engagement policy for relevant timescales). At the point of withdrawal, the above fees become due immediately in line with the dates in the Fee Liability Timeline table above.

### Training Suspension (“deferral”)

Students wishing to suspend their studies (“defer”) should be aware of the following financial implications: If using a Tuition Fee Loan, pausing and resuming studies within the same academic year incurs no financial penalty. However, extending the break beyond the academic year necessitates reapplying for student finance, and notifying both the REAch Teach Primary Partnership and Student Finance England. For self-funded students, fees are calculated on a pro-rata basis up to the point of suspension (in-line with the above notice dates). In case of withdrawal post-suspension, fees as per the withdrawal policy become due immediately.

## Non-Completion Consequences

Trainees who fail the course are not entitled to a refund of fees. The official date of departure from the programme will be marked as the day when internal procedures are completed, which includes, but is not limited to, disciplinary actions, Fitness to Practise, and appeal processes.

## Policy Review

This policy will be reviewed **every year**, taking into account any legislative changes. Any changes made to this policy will be communicated to all relevant stakeholders.

## Appendices

N/A